**Young Life New York Metropolitan Region**  
**Financial Health Policy (Effective 4/1/2011)**  
To promote staff health, ensure faithful stewardship, and maximize field ministry*

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<th>TIMELINE</th>
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| By September 1: (regional supervisors can set earlier deadline.) | For the new fiscal year, every YL Area submits  
- Budget form  
- Online Priority Prospect List (PPL)  
- Online Cash-flow Projections  
- Area Vision Statement/Business Plan |
| When YL area closes a financial month below 1 month surplus: | • Regional supervisor** calls acting Area Director and acting Committee Chair.  
• YL area submits a revised fundraising plan to regional supervisor that shows a detailed plan for the next 3 months  
• Regional supervisor notifies staff of “financial watch” conference call with Greg Lehman.  
• Staff is accountable for participating on the next financial watch call with Greg Lehman (Committee members are welcome to participate as well.) |
| When YL area closes a financial month in deficit (below zero) for the first time within the current fiscal year: | • All staff salaries reduced to 75%.***  
• Regional supervisor notifies all staff and the Committee chair of this salary action by the 15th of the month.  
• Area submits updated Cash Flow & PPL  
• YL area staff and Committee submit an updated fundraising plan to the regional supervisor. This plan should include progress update on previously outlined action steps, urgent and immediate action steps and any recommended future action. |
| When YL area closes a financial month in deficit for the second consecutive time: | • All staff salaries reduced to 50%.*** |
| When YL area closes a financial month in deficit for the fourth consecutive time: | • All staff placed on Financial Leave of Absence (no salary.)  
• Staff remain on Financial Leave until the area is back in surplus and has a solid plan in place approved by the regional supervisor. |

*This policy reflects a “worst case” scenario of communication and action regarding our desire for every YL area to avoid long-term financial deficit. Our greater goal is that regional supervisors, area staff and area Committees proactively engage in on-going communication and partnership to promote financial health and on-going surplus. Our hope is that all YL areas will not be affected by this policy.

**Regional supervisors have the authority to make salary adjustments stricter than action mandated by this policy. They may also allow space for “close calls” before enacting salary reductions.

***Back Pay: When the area returns to financial health (minimum of one month surplus), prior salary reductions may be repaid at the discretion of the regional supervisor and area Committee. To trigger back pay, regional supervisors submit a PAR to the regional office. Back Pay is not a right or guarantee. Payments for periods of Financial Leave may not be made. The only time limit for receiving back pay is the staff’s tenure with the mission unit. Once they leave staff in that mission unit, receiving back pay is no longer possible. The amount of back pay is not calculated into any severance awarded to exiting staff.*